



U.S. AIR FORCE



Integrity - Service - Excellence

Modifications

Date: 29 Mar 2007
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Objectives



- Definitions
- FAR References
- Unilateral Modifications
- Bilateral Modifications
- Modification Authority Chart
- Extensive tutorial



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Definitions

- A unilateral modification is a contract modification signed only by the contracting officer ([FAR 43.103\(b\)](#)).
- A bilateral modification is a contract modification that is signed by both the contractor and the contracting officer ([FAR 43.103\(a\)](#)).



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Unilateral Modifications

- Signed only by the Contracting Officer.
- Effective date is the date it is issued.
 - The date signed by the Contracting Officer should be the same as the effective date.
- For a unilateral modification to be placed into effect it must change hands.



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Unilateral Modifications Cont.



- Making administrative changes (correction of typographical errors, accounting and appropriation data, paying office, mailing address) that do not affect the substantive rights of the parties.
 - Standard form 30, block13B applies. No authority needs to be cited.
- Issuing change orders under the authority of the applicable “changes” clause.
 - Standard form 30, block 13A applies. Cite the appropriate changes clause as authority.



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Unilateral Modifications Cont.



- Issuing termination notices (T for C/D).
- Exercising options.
- Suspension of work/stop work notices.
 - Standard form 30, block 13D applies. Cite the appropriate contract clause as authority.



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Bilateral/ Supplemental Mods



Commercial Modification (Continued)

- IAW 52.212-4 (c)
 - *Changes.* “Changes in the terms and conditions of this contract may be made only by written agreement of the parties.”



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Bilateral/ Supplemental Mods



- Making changes within the general scope of the contract as authorized by various clauses or provisions within the contract.
- Cite the appropriate clause in Block 13C of the SF30.
- Typical citations and examples:
 - Changes clause for changes in specs/SOW, delivery, work hours, materials, etc.
 - Default clause for time extensions agreed as result of un-excusable contractor delays.
 - Disputes clause for funding payment as result of claims.



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Bilateral/ Supplemental Mods

- Option clause for extending the term of contract when other changes are also being made that require contractor agreement.
- Excusable delays clause for time extensions when contractor delays are beyond the contractor's control.
- Differing site conditions clause for equitable adjustment in price/time of performance.
- Suspension of work clause for adjustment of price as result of CO unreasonable delay actions.



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Bilateral/ Supplemental Mods

- Government delay of work clause for adjustment in price/delivery as result of CO unreasonable delay actions.
- Termination for convenience clause for funding negotiated settlement.
- Fair labor standards act and service contract act - price adjustment clause for funding price adjustment as a result of a change in wage determination.



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PD2 MODIFICATIONS

Basic Rules of Contracting

- Can a modification document stand on its own?
 - No, there must be a MFR and/or other supporting documentation in the file.
 - There should be something requesting the change
 - If it has something to do with pricing, there should be documentation as to the reasonableness of the price change
 - There should generally be coordination with the customer
 - These records should be in both the soft copy in PD² and the hardcopy file



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Modification Authorities

- The following table is a guide for buyers and COs to help determine the appropriate authority for modification issuance. The specific facts surrounding the individual modification should always be analyzed. The general rule is to cite the explicit authority, which is that authority expressly written into the contract, before citing a more general authority such as Title10 USC chapter 137 General Modification Authority.



Modification Authorities



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Modification Subject	Authority
Award fee, payment of	Award Fee Clause in Section H
Base support, the furnishing of	AFMC FARS 52.245-9004 Base Support
Data, adding of (within the limits of the J&A)	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Data, changing or revising	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Defects in supplies, correction of	Warranty clause or Correction of Deficiency Clause in Section H
Defective cost or pricing data, price reduction for	FAR 52.215-10 Price Reduction for Defect Cost or Pricing Data or 52.215-11 Price Reduction for Defective Cost or Pricing Data
Definitization of a Change Order	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Definitization of a Letter Contract	FAR 52.216-25 Contract Definitization
Delivery, change in the place of	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Delivery, schedule extension (CR)	FAR 52.249-14 Excusable Delays
Delivery, schedule extension (FP)	FAR 52.242-17 Government Delay of Work or 52.249-8 Default Fixed-Price Supply and Service



Modification Authorities



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Designs, drawings, specification, and SOW, change in	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Drawings, designs, specification, and SOW, change in	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
ECP, incorporation of	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Economic Price Adjustment (EPA)	FAR 52.216-2 Economic price Adjustment--Standard Supplies 52.216-3 Economic Price Adjustment--Semistandard Supplies 52.216-4 Economic Price Adjustment-Labor and Material
Funding an overrun (fully funded cost reimbursement (CR) contract)	FAR 52.232-20 Limitation of Cost
Funding, increase of (fixed-price contract)	DFARS 252.232-7007 Limitation of Government's Obligation
Funding, increase of (incrementally funded CR contract)	FAR 52.232-22 Limitation of Funds
GFP (Government Furnished Property), disposition of	FAR 52.245-4 thru 7
GFP, increase or decrease of	FAR 52.245-4 thru 7
GFP, replacement of	FAR 52.245-4 thru 7
GFP, repair of	FAR 52.245-4 thru 7
Incentive price revision (FPIF), final price revision or funding to ceiling	FAR 52.216-16 Incentive Price Revision--Firm Target



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Modification Authorities

Incentive price revision (FPIS), establishing a firm-fixed price or firm targets	FAR 52.216-17 Incentive Price Revision-Successive Targets
Make or buy program, changes in	FAR 52.215-9 Changes or Additions to Make-or-Buy Program
New work, requiring J&A	Cite the appropriate exemption to CICA (10 U.S.C. 2304 (c) (1) thru (7))
Option, exercise of (IAW contract, unilateral)	FAR 52.217-6 Option for Increased Quantity, 52.217-7 Option for Increased Quantity--Separately-Priced Line Item 52.217-8 Option to Extend Services, or 52.217-9 Option to Extend the Term of the Contract
Option, exercise of (not IAW contract, bilateral)	Cite the appropriate exemption to CICA (10 U.S.C. 2304 (c) (1) thru (7))
Other Modifications, not explicitly authorized under the contract	TITLE 10 USC Chapter 137, General Modification Authority.
Packing or shipment, change in the method of	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour



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Modification Authorities

Progress payments, adding after award	FAR 52.232-16 Progress Payments
Progress payments, increasing rate or liquidation rate	FAR 52.232-16 Progress Payments
Shipment or packing, change in the method of	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
SOW, specification, designs, and drawings, change in	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Specification, designs, drawings, and SOW, change in	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Stop Work	FAR 52.242-15 Stop-Work Order
Termination for Convenience	FAR 52.249-1 thru 7
Termination for Default	FAR 52.249-8 thru 10
Value Engineering Change Proposal (VECP), incorporation of	FAR 52.248-1 Value Engineering, 52.248-2 Value Engineering--Architect-Engineer, or 52.248-3 Value Engineering--Construction



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PD2 MODIFICATIONS

1. Highlight Order

The screenshot shows the Procurement Desktop - Defense application window. The menu bar includes File, Edit, Procurement, Reference, Utilities, Window, and Help. The Procurement menu is expanded, showing sub-options like Requirements, Pre-Award / Award, Post-Award, Modification, Orders, Award Status, Audit Tracking, Closeout, Termination, No Cost Cancellation, Agreement Discontinuation, Contract Data Cover Sheet, Delivery, Discrepancy Report, Payment Request, Payment, and Tracking Source. The 'Modification' option is highlighted. Below the menu, a list of contracts is displayed:

Contract ID	Description	Date	User
FA3030-04-P-0102	Commercial Contract Award	08 FEB 06 14:45	dballey
FA3030-04-P-0102	Contract Completion Statement	08 FEB 06 14:45	dballey
FA3030-04-P-0102	Award checklist	08 FEB 06 14:45	dballey

2. Click on Procurement
3. Click on Post Award
4. Click on Modification

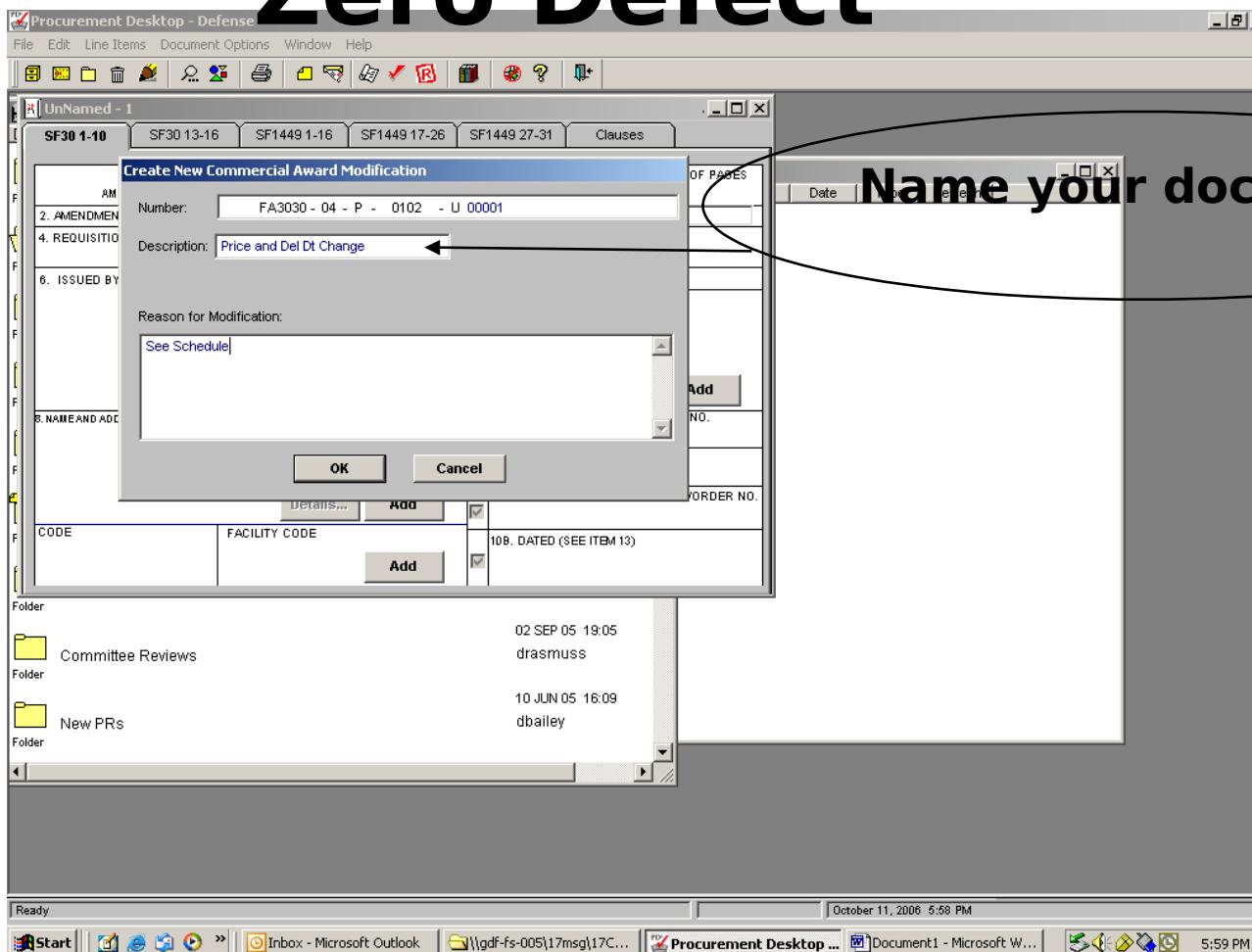


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PD2 MODIFICATIONS



Zero Defect



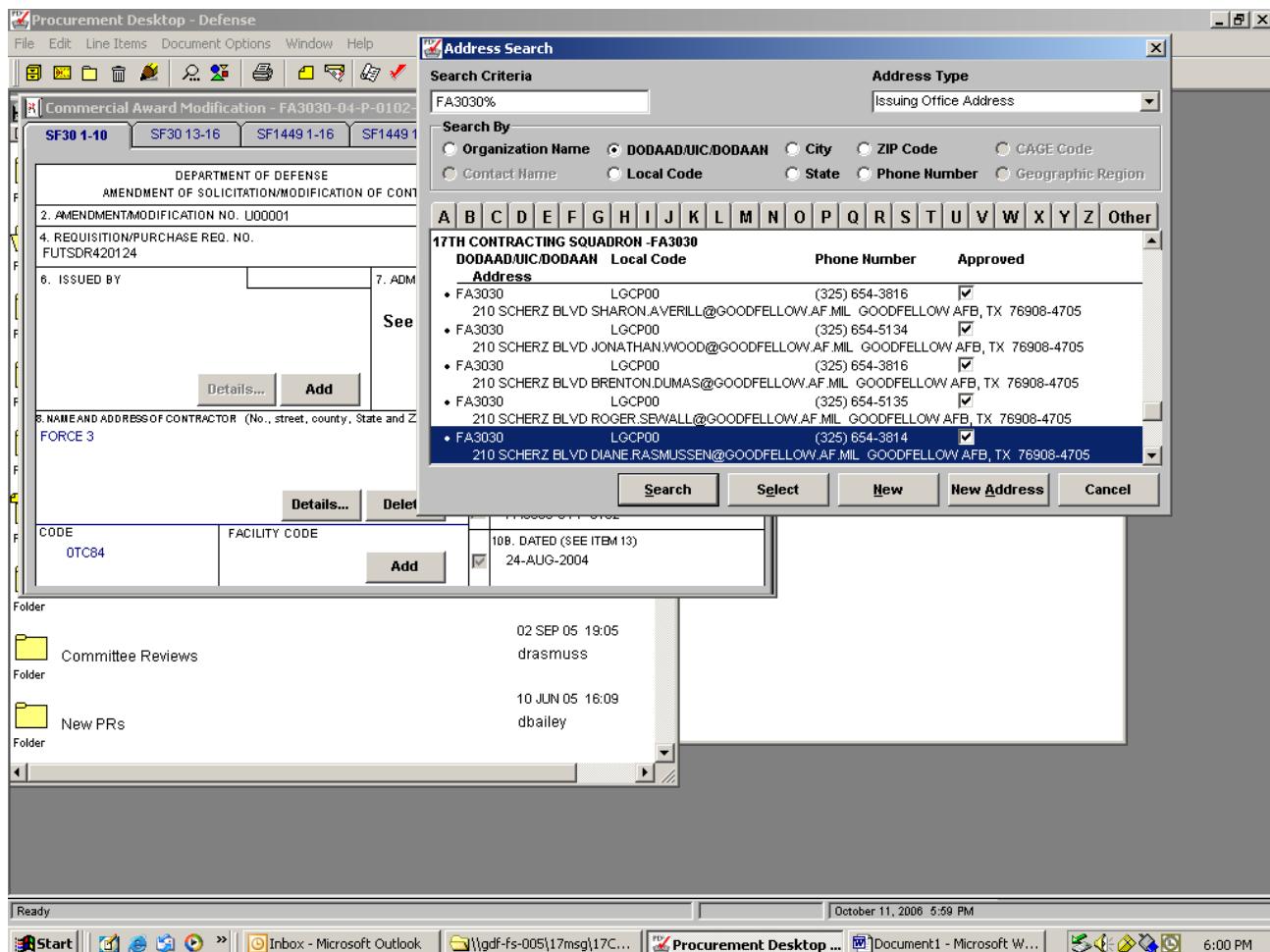


PD2 MODIFICATIONS



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- 1. Add Issued by**
 - 2. Fill in FA3030**
 - 3. Find the CO**
 - 4. Click on name**
 - 5. Click on Select**





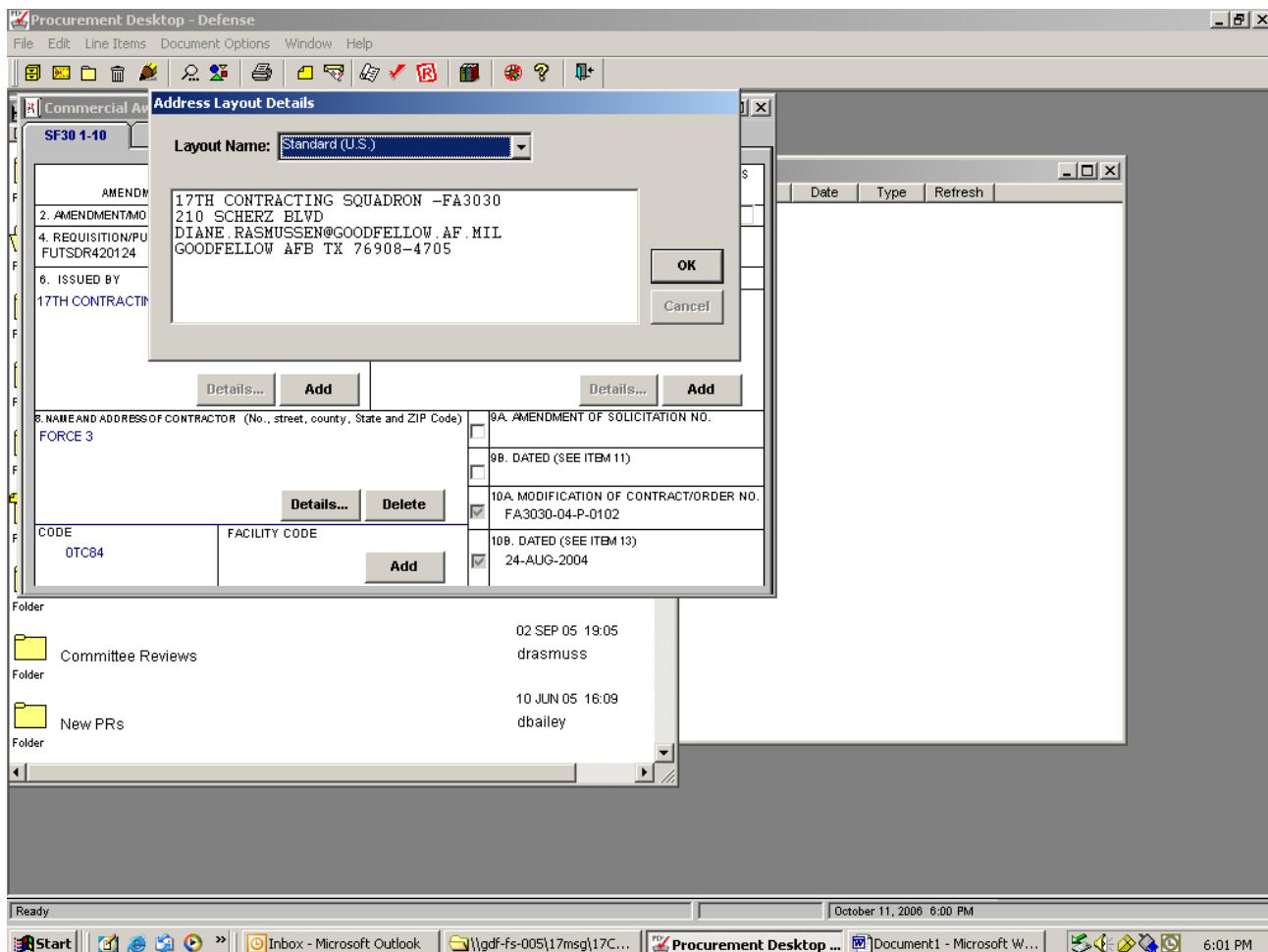
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PD2 MODIFICATIONS

1. Generally the CO

2. Click OK





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PD2 MODIFICATIONS

- 1. Fill in Administered By**
- 2. Click on Add**
- 3. Fill in FA3030**
- 4. Find the correct name**
- 5. Click on Select**

Procurement Desktop - Defense

Commercial Award Modification - FA3030-04-P-0102-U00001

DEPARTMENT OF DEFENSE
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE PAGE OF PAGES J 1

2. AMENDMENT/MODIFICATION NO. U00001 3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO. FUTSDR420124 5. PROJECT NO. (if applicable)

6. ISSUED BY FA3030 7. ADMINISTERED BY (if other than item 6)
17TH CONTRACTING SQUADRON -FA3030

See Item 6

Address Search

Search Criteria: FA3030% Address Type: Administering Office

Search By:

Organization Name DODAAD/UIC/DODAAN City ZIP Code CAGE Code
 Contact Name Local Code State Phone Number Geographic Region

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

17TH CONTRACTING SQUADRON -FA3030

DODAAD/UIC/DODAAN	Local Code	Phone Number	Approved
FA3030	LGCBOO	(325) 654-3994	<input type="checkbox"/>
FA3030	LGCBOO	(325) 654-4547	<input checked="" type="checkbox"/>
FA3030	LGCPOO	(325) 654-4423	<input checked="" type="checkbox"/>
FA3030	LGCPOO	(325) 654-3816	<input checked="" type="checkbox"/>
FA3030	LGCPOO	(325) 654-3816	<input checked="" type="checkbox"/>
FA3030	LGCPOO	(325) 654-3816	<input checked="" type="checkbox"/>

Search Select New New Address Cancel

Ready October 11, 2006 6:00 PM

Start Inbox - Microsoft O... \\\gdf-fs-005\17ms... Procurement De... Document1 - Micro... 6:01 PM

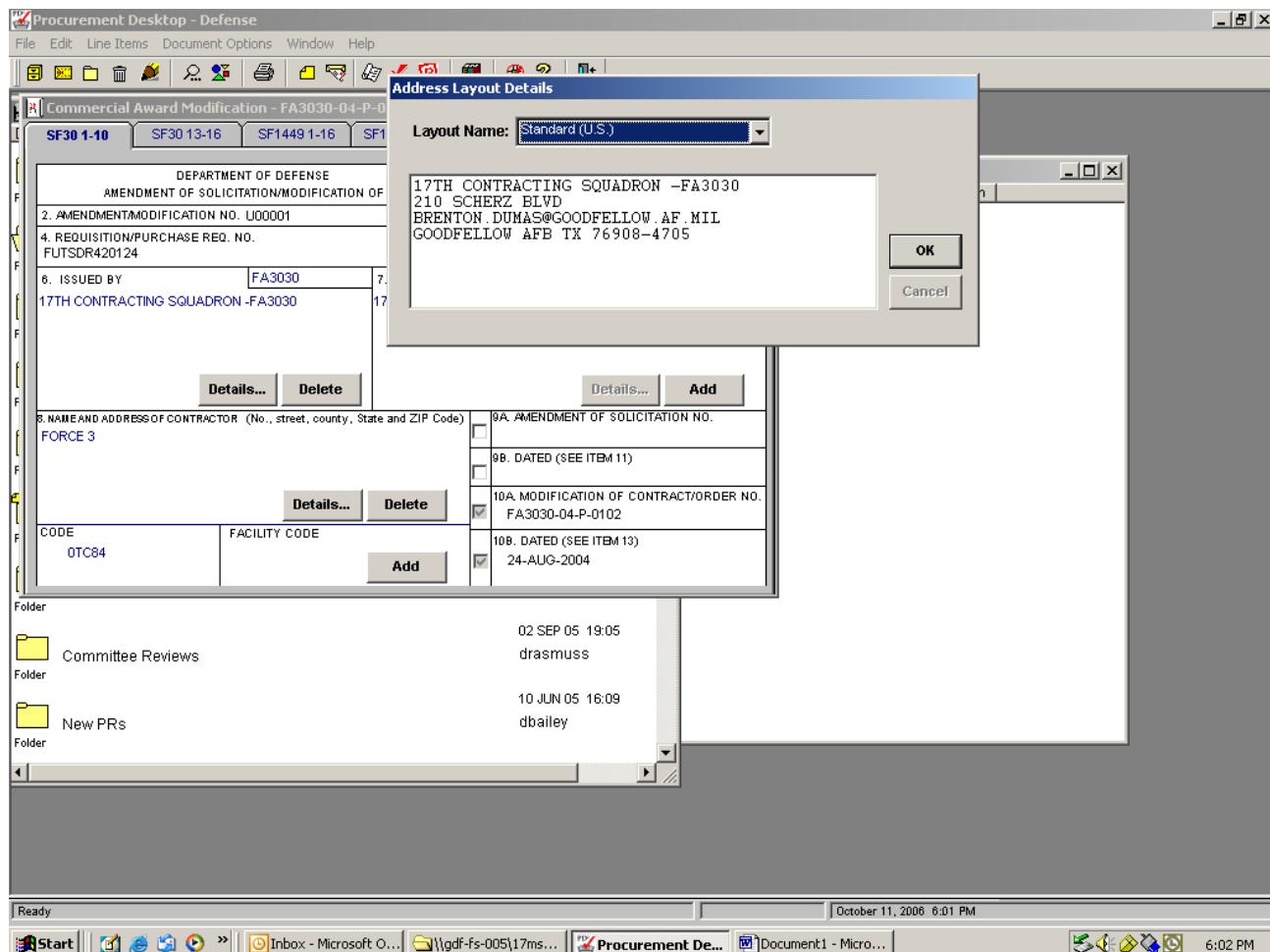


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PD2 MODIFICATIONS

1. If correct
2. Click OK



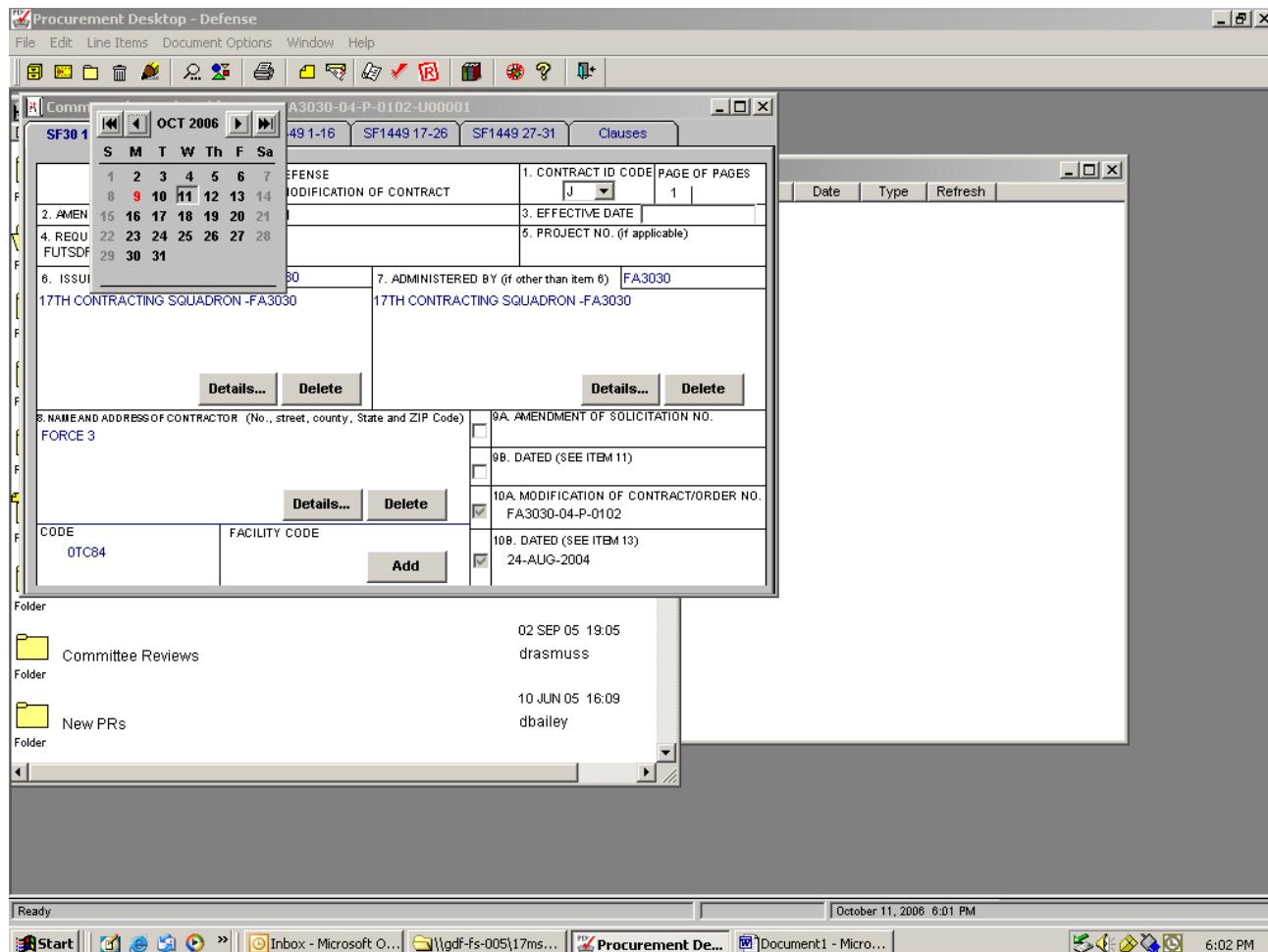


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PD2 MODIFICATIONS

**Shift double
Click for date
- Double click
date**





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PD2 MODIFICATIONS

“X” the correct block

Fill in the authority for the mod

Check Block E and # of copies you want back

Fill in Block 14 generally with “See Schedule”

The screenshot shows a Windows application window titled "Commercial Award Modification - FA3030-04-P-0102-U00001". The window has tabs at the top: SF30 1-10, SF30 13-16 (selected), SF1449 1-16, SF1449 17-26, SF1449 27-31, and Clauses.

Block E (Authority):

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: IAW CONTRACT CLAUSE 52.212-4 (C) CHANGES

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return [redacted] copies to the issuing office.

Block 14 (Description of Amendment/Modification):

(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See Schedule

Signatures:

15A. NAME AND TITLE OF SIGNER	15A. NAME AND TITLE OF CONTRACTING OFFICER
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED
Signature or person authorized to sign	TEL: EMAIL: 15E. UNITED STATES OF AMERICA BY
	15C. DATE SIGNED

Folder View:

- Committee Reviews (Last modified: 02 SEP 05 19:05 by drasmuss)
- New PRs (Last modified: 10 JUN 05 16:09 by dbailey)



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PD2 MODIFICATIONS

Go to the part
of the order you
need to change

Procurement Desktop - Defense

Commercial Award Modification - FA3030-04-P-0102-U00001

17a. CONTRACTOR/OFFEROR	CODE	DTC84	18a. PAYMENT WILL BE MADE BY	CODE	F60700
U.S. AIR FORCE 3			DFAS-SAVFP		
Details... Delete					
FACILITY CODE Add		Details... Delete			
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED		
<input type="checkbox"/> SEE ADDENDUM			<input type="checkbox"/> SEE ADDENDUM		
Item/Subitem Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost
2400 ADP COMPONENTS		1 Each		3,995.00	3,995.00

Values may be rounded for display purposes.

25. ACCOUNTING AND APPROPRIATION DATA Funds Available 26. TOTAL AWARD AMOUNT

See Schedule \$3,995.00

Folder

Committee Reviews 02 SEP 05 19:05
drasmuss

New PRs 10 JUN 05 16:09
dbaley

Ready October 11, 2006 6:03 PM

Start | Inbox - Microsoft O... | \lgdf-fs-005\17ms... | Procurement De... | Document1 - Micro... | 6:04 PM



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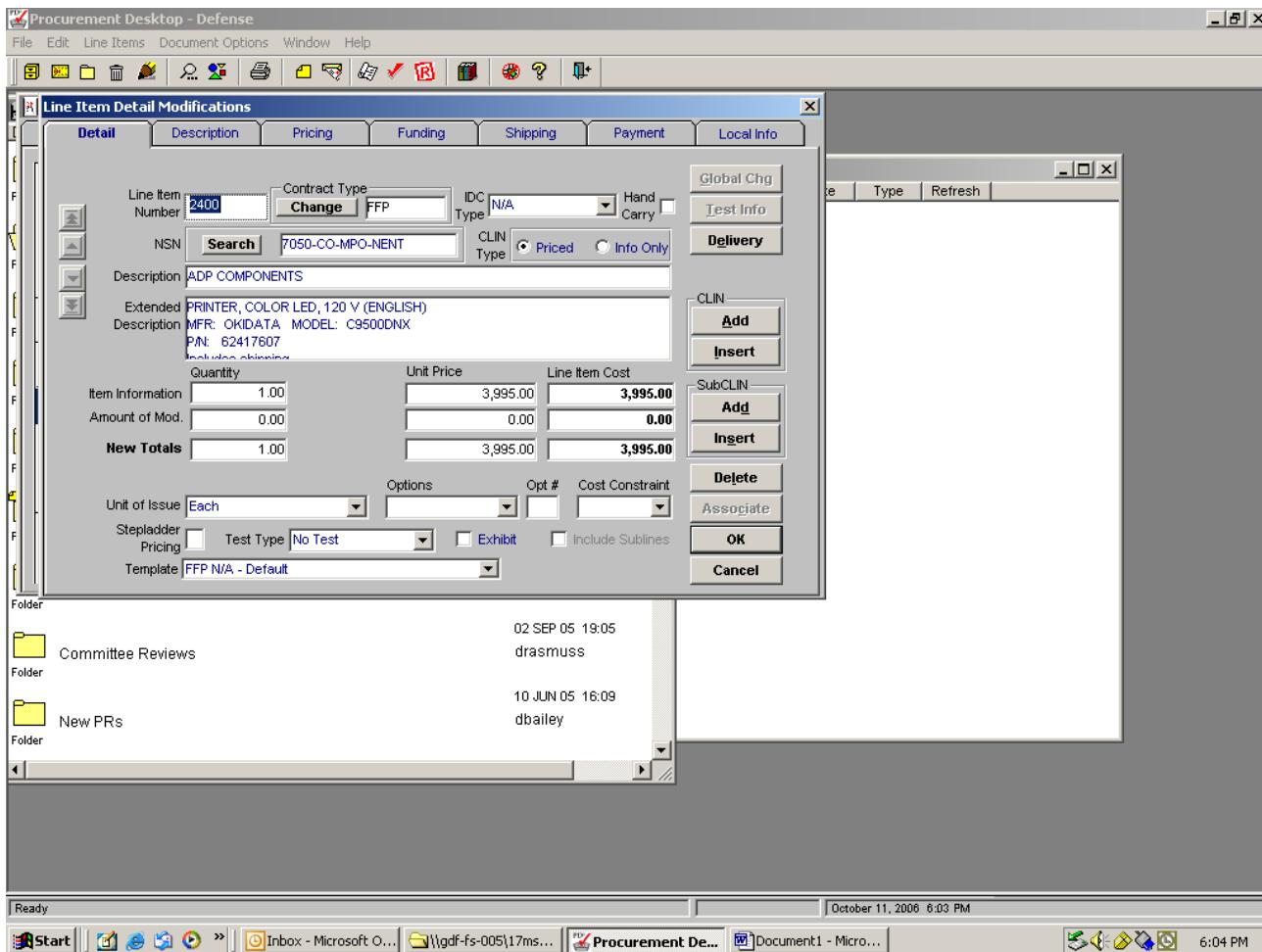


PD2 MODIFICATIONS

First we are
doing a
Delivery date
change.

Then we will do
a
Unit price
change.

- Click on
Delivery



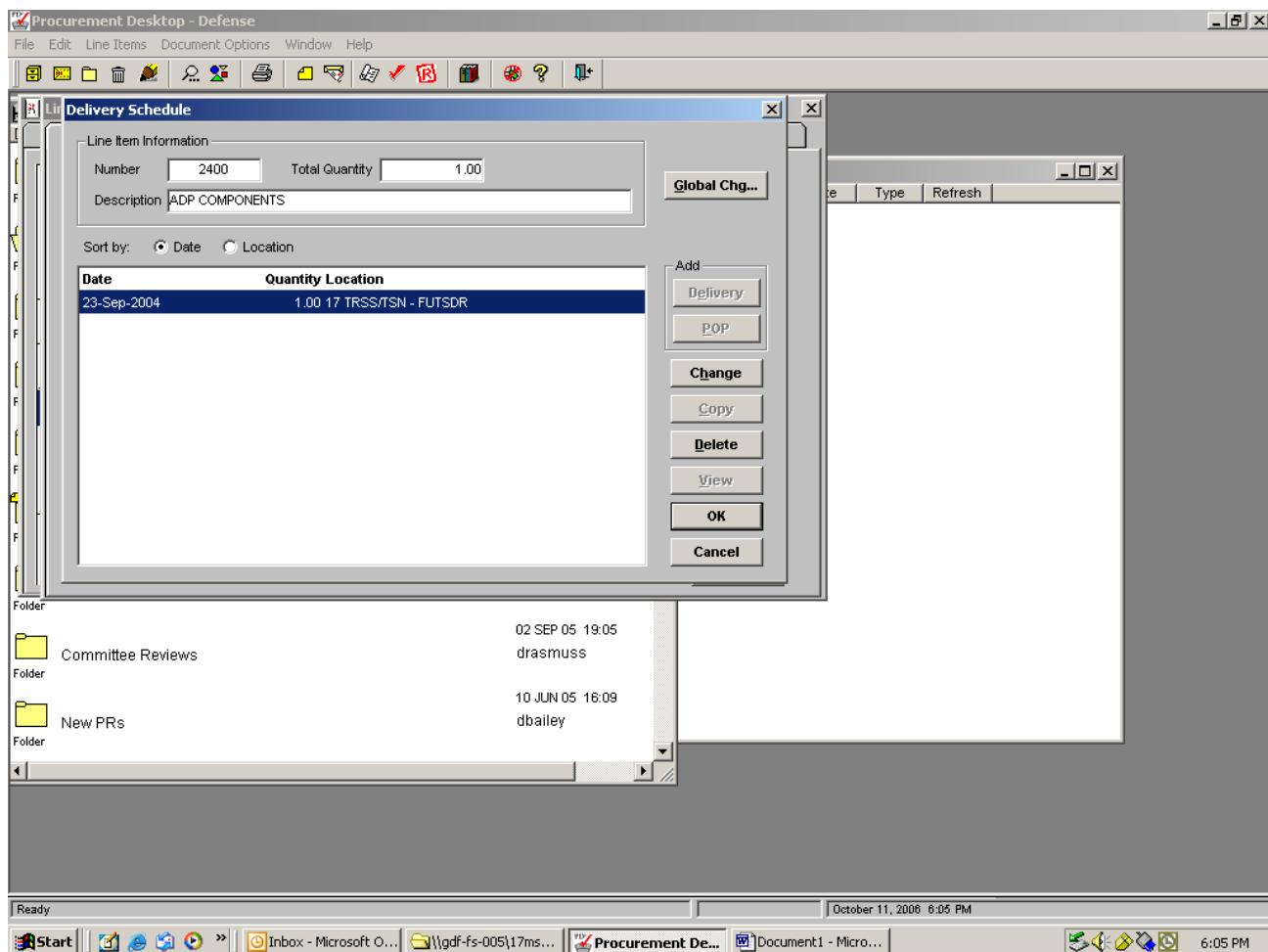


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PD2 MODIFICATIONS

Click on change



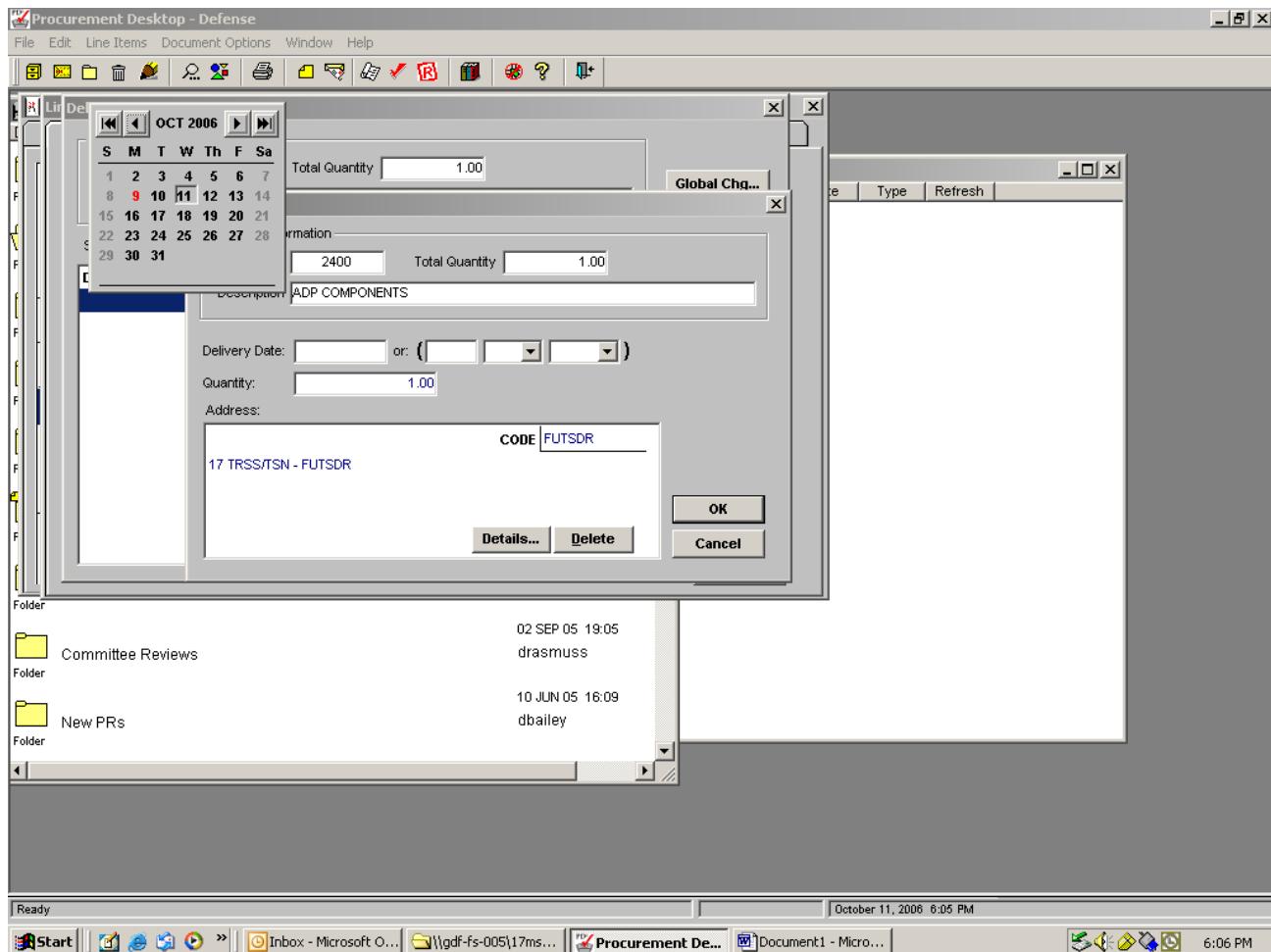


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PD2 MODIFICATIONS

- 1. Shift double click on the date**
- 2. Double click on new date**
- 3. Click OK**



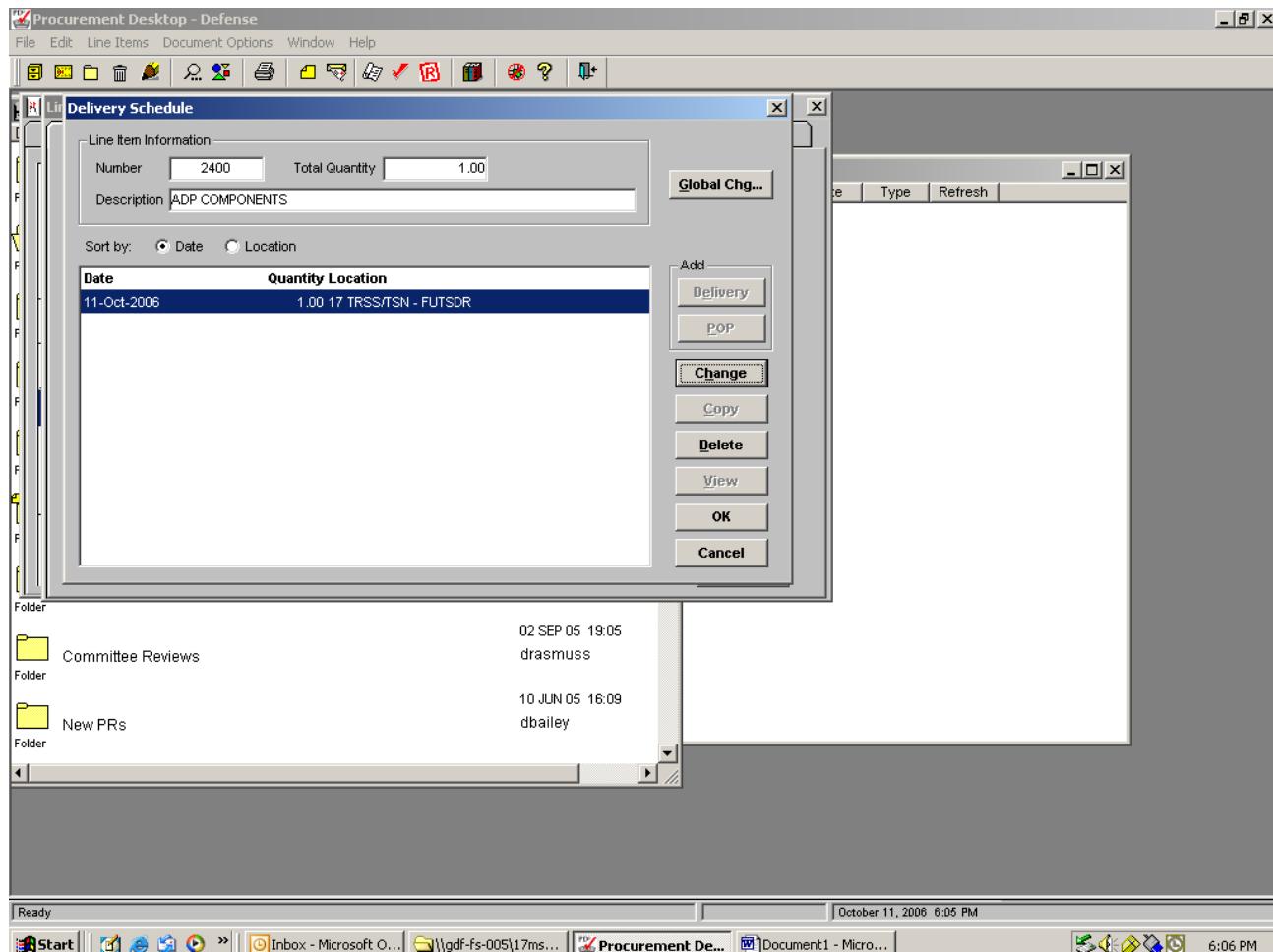


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PD2 MODIFICATIONS

- If correct
- Click OK





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PD2 MODIFICATIONS

When we will do a unit price change.

Put the amount of the change in the middle block

Tab and you will get the change

Click OK

Procurement Desktop - Defense

Line Item Detail Modifications

Quantity	Unit Price	Line Item Cost
1.00	3,995.00	3,995.00
0.00	50.00	0.00
New Totals	3,995.00	3,995.00

Unit of Issue: Each Options: Opt #: Cost Constraint:

Stepladder Pricing: Test Type: No Test Exhibit: Include Sublines:

Template: FFP N/A - Default

Global Chg Test Info Delivery

Add Insert Delete Associate

OK Cancel

16 SEP 05 13:17
dbailey

02 SEP 05 19:05
drasmus

Closeout Committee Reviews

Ready October 11, 2006 6:06 PM

Start Inbox - Microsoft Outlook \gdf-fs-005\17msg\17C... Procurement Desktop... Document1 - Microsoft W... 6:07 PM



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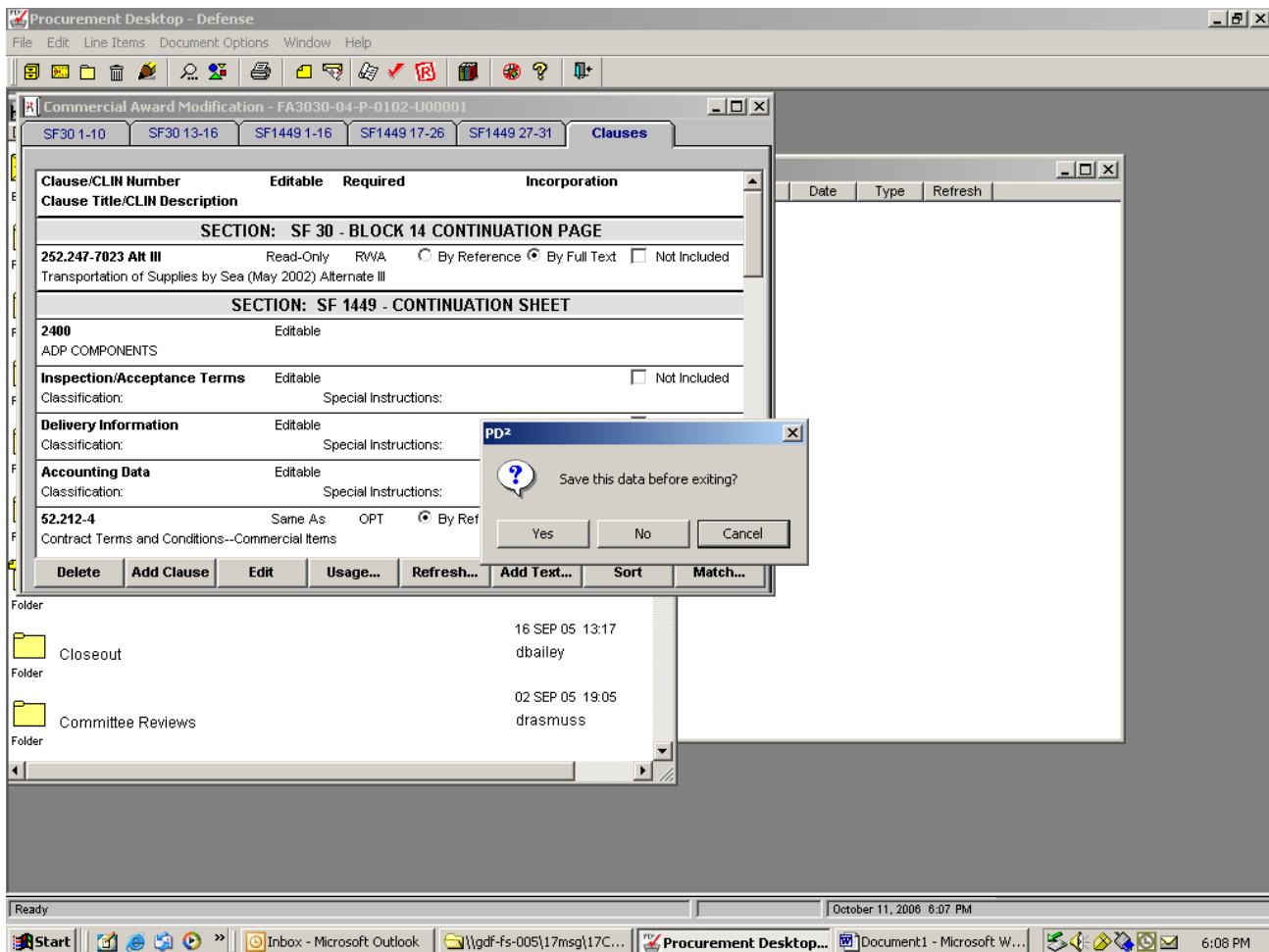


PD2 MODIFICATIONS

If all is good.

- Close out of your document and SAVE

2. Click on the Yes



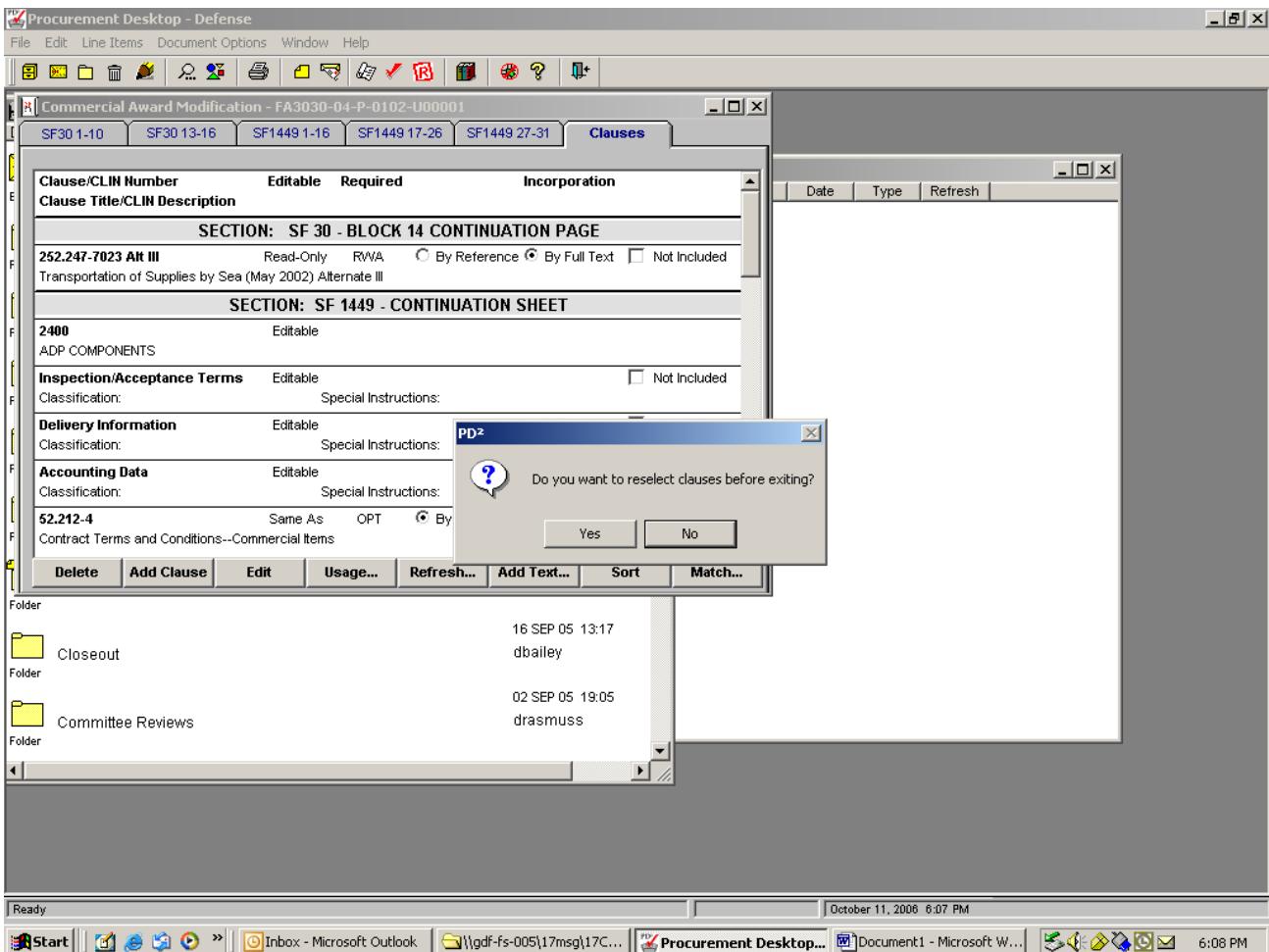


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PD2 MODIFICATIONS

Click on the No



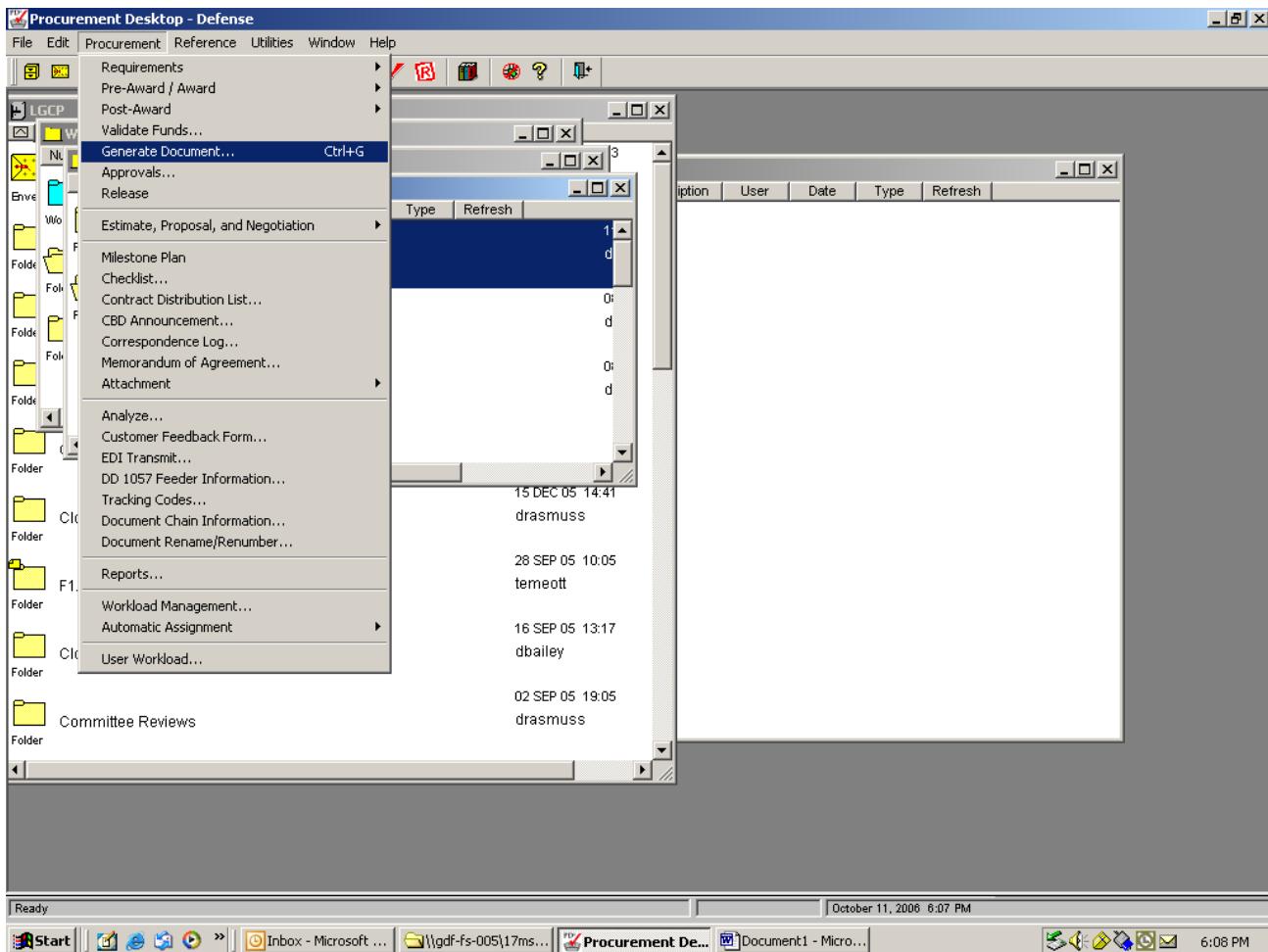


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PD2 MODIFICATIONS

- **Highlight your document**
- **Click on Procurement**
- **Click on Generate Document**



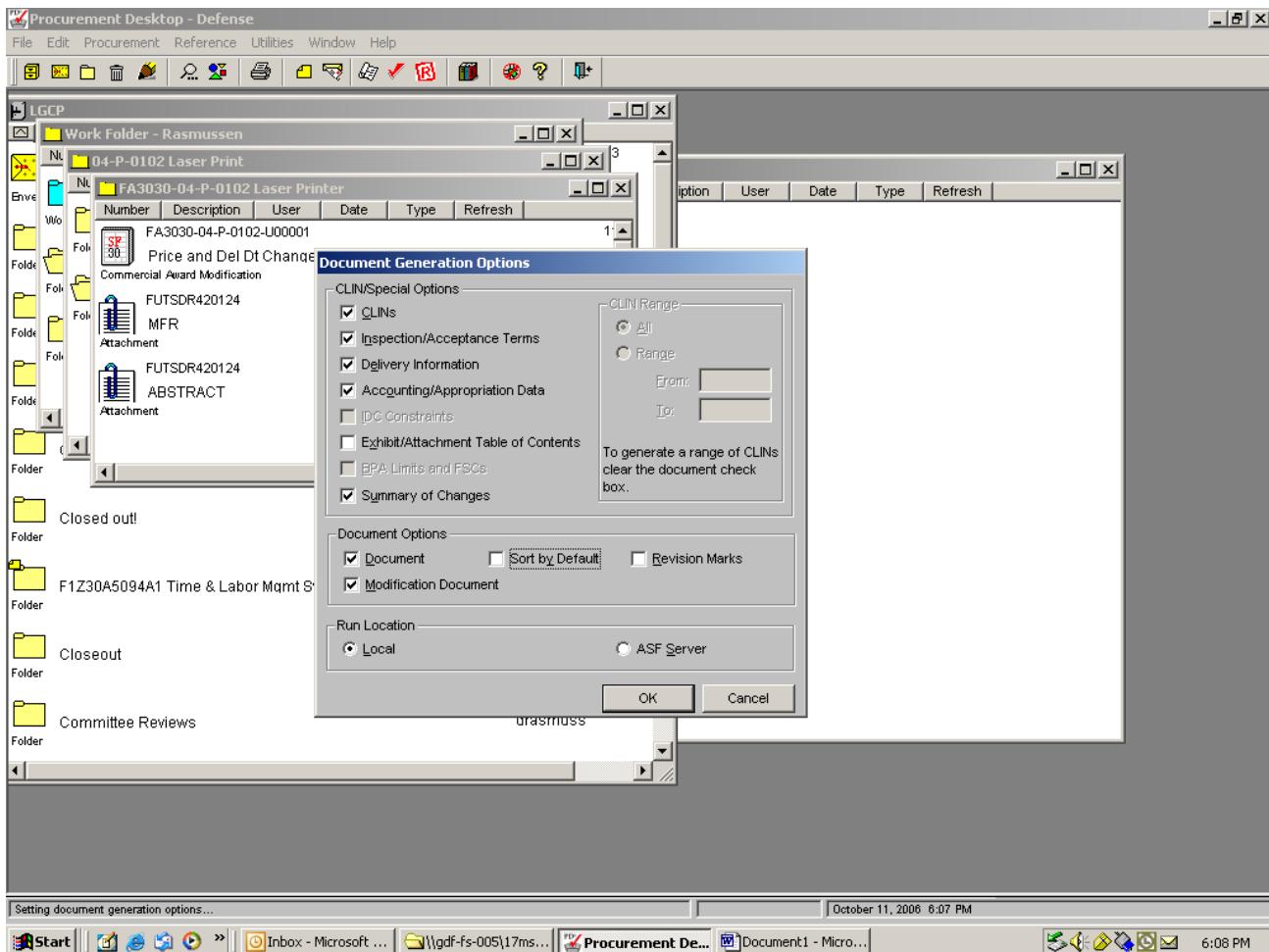


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PD2 MODIFICATIONS

1. UNCHECK
“Sort by
Default”
2. Leave every-
thing else
Checked
3. Click OK



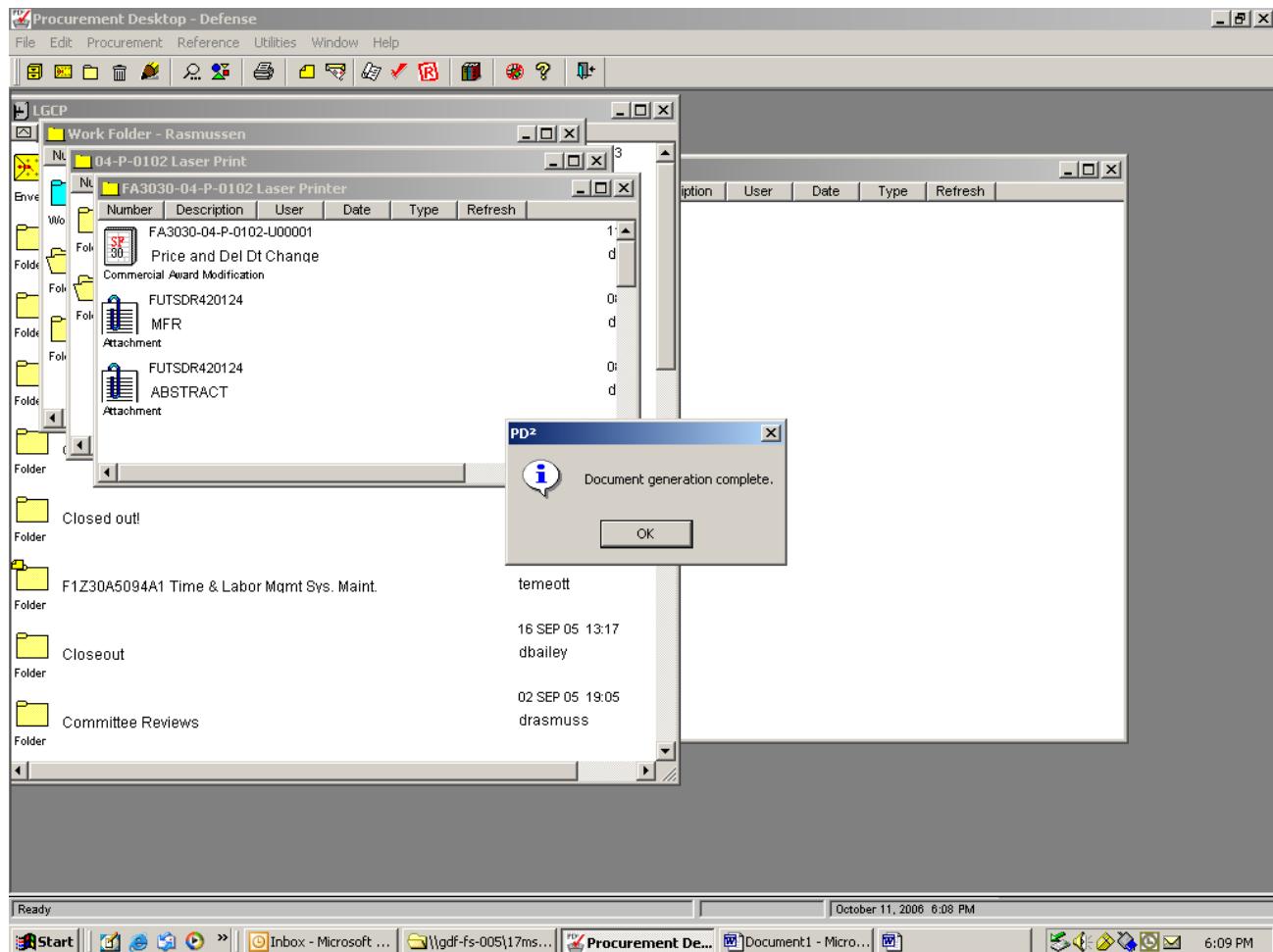


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PD2 MODIFICATIONS

Click on the OK





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PD2 MODIFICATIONS

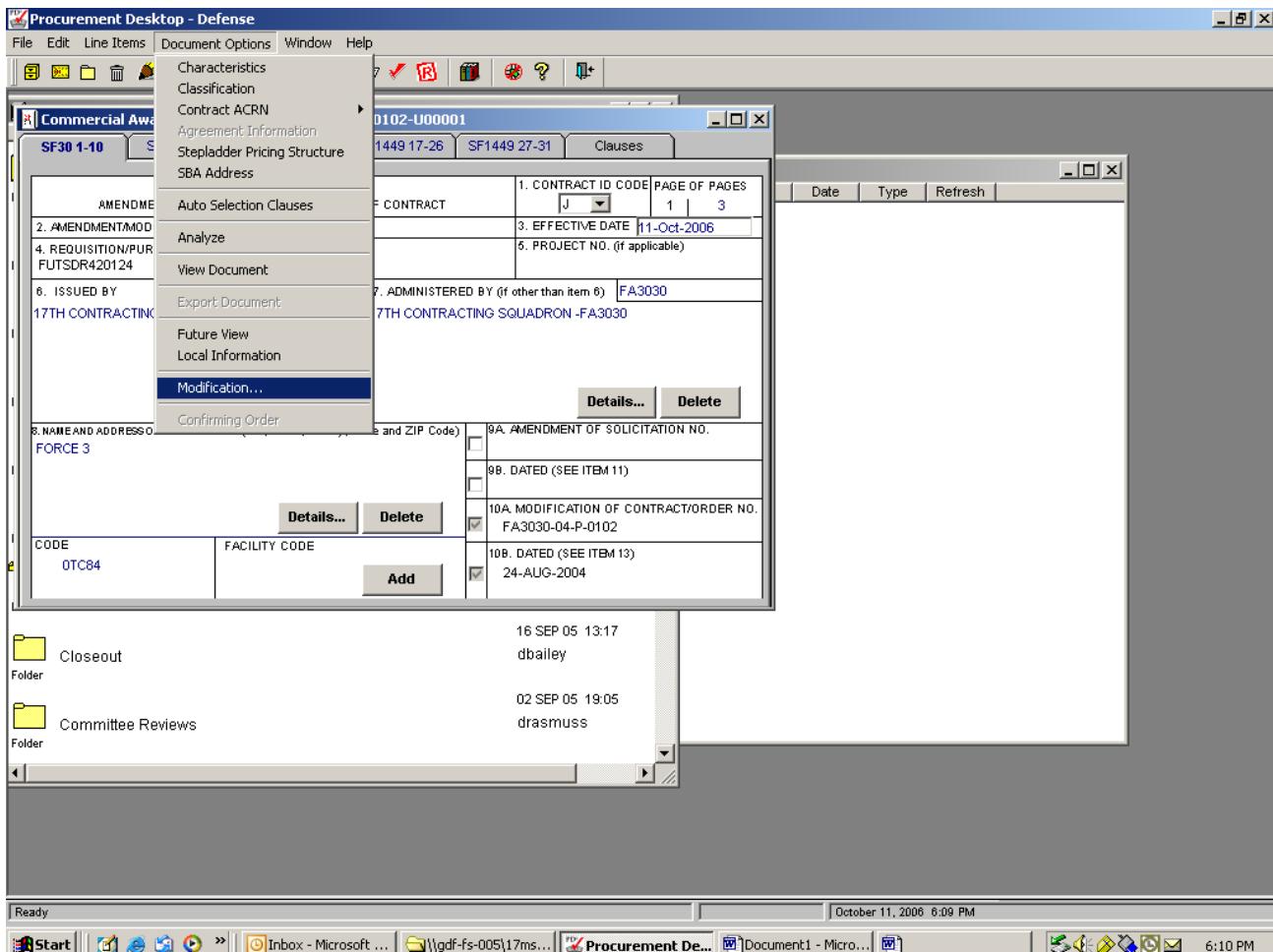
Open your file

Click on
Document
Options

Click
Modifications

on next screen

Click on
Summary of
Changes"





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PD2 MODIFICATIONS

DO NOT CHANGE THE SYSTEM GENERATED “SUMMARY OF CHANGES”

1. Add Text
2. Edit Text

The screenshot shows the Procurement Desktop - Defense application interface. The main window title is "Commercial Award Modification - FA3030-04-P-0102-U00001". The window contains a table with columns: Section, Clause Number, Clause Title/Description, and Incorporation. Two rows are visible: one for SF 30 N/A Purpose and another for SF 30 N/A Summary of Changes. Below the table is a toolbar with buttons: Delete, Add Clause..., Edit, Usage, and Add Text... . At the bottom is a file tree with nodes like Closeout and Committee Reviews, each with a timestamp and author information. A message bar at the top of the window reads "DO NOT CHANGE THE SYSTEM GENERATED ‘SUMMARY OF CHANGES’". The taskbar at the bottom shows various open applications including Microsoft Word and Internet Explorer.

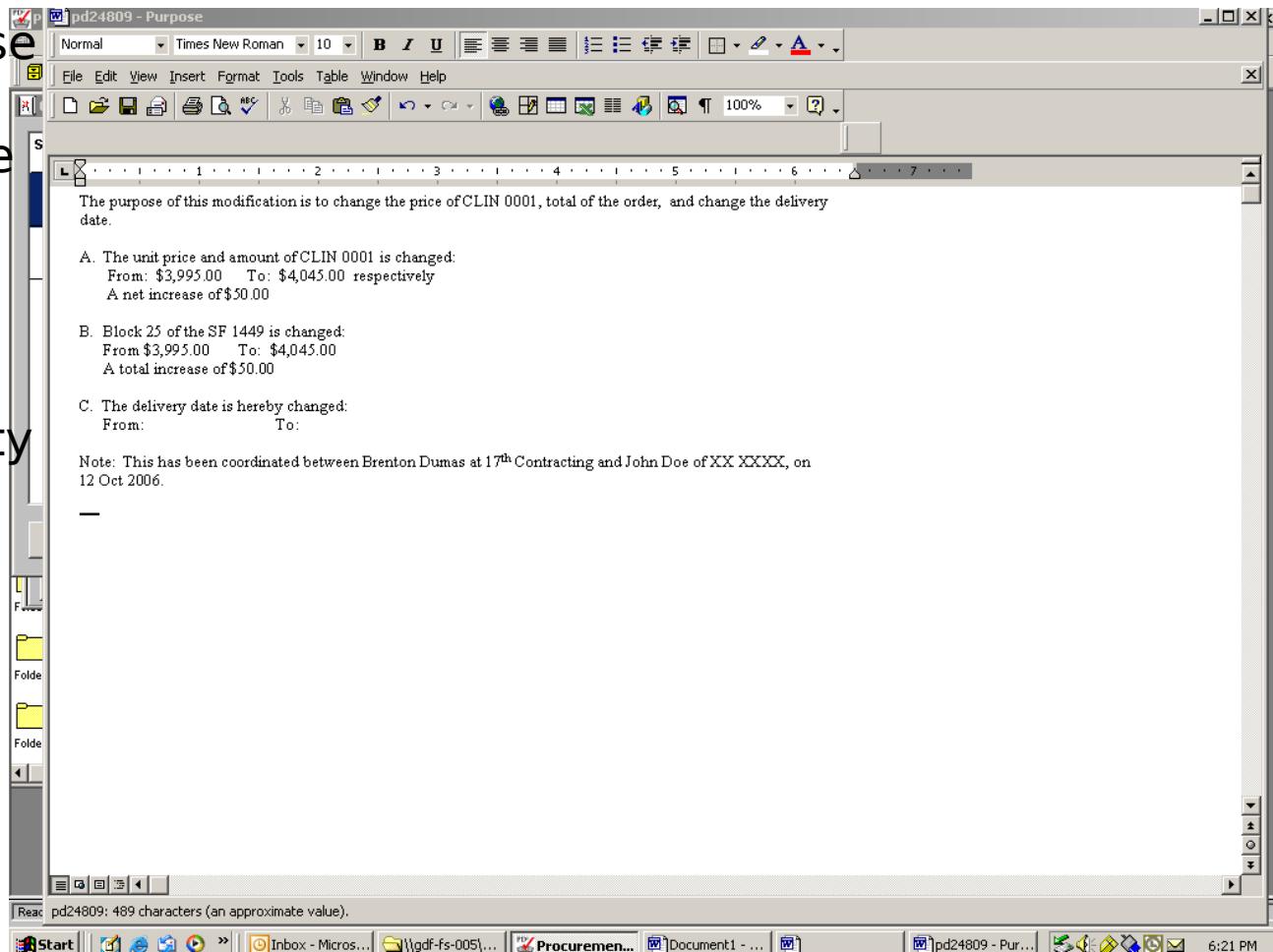


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1. State the purpose
2. Identify what the modification is changing
3. This should be clear to any party reading the modification
4. May need to add the “Release of Claims”
5. No need to add “No other changes...” already on form





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PD2 MODIFICATIONS



DO NOT CHANGE THE SYSTEM GENERATED “SUMMARY OF

1. Open System Generated Summary of Changes

2. Add to the title something to the effect:

“GENERATED BY THE CONTRACTING SYSTEM”

CHANGES

pd2480B - Summary of Changes

File Normal Times New Roman 10 B I U File Edit View Insert Format Tools Table Window Help

SUMMARY OF CHANGES GENERATED BY THE CONTRACTING SYSTEM

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$50.00 from \$3,995.00 to \$4,045.00.

SUPPLIES OR SERVICES AND PRICES

CLIN 2400

The unit price amount has increased by \$50.00 from \$3,995.00 to \$4,045.00.
The total cost of this line item has increased by \$50.00 from \$3,995.00 to \$4,045.00.

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$50.00 from \$3,995.00 to \$4,045.00.

CLIN 2400:

AA: 5743400 304 6436 613470 030000 63710 84734F 660700 F60700 was increased by \$50.00 from \$3,995.00 to \$4,045.00

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 2400 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
23-SEP-2004	1	17 TRSS/TSN - FUTSDR MAJOR KILLGORE 131 FLIGHTLINE AVE BLDG. 112 GOODFELLOW AFB TX 76908 325-654-3925	FUTSDR

Read pd2480B: 1,176 characters (an approximate value).

Start Inbox - Micros... \gdf-fs-005... Procurement Document1 - ... pd2480B - Su... 6:23 PM



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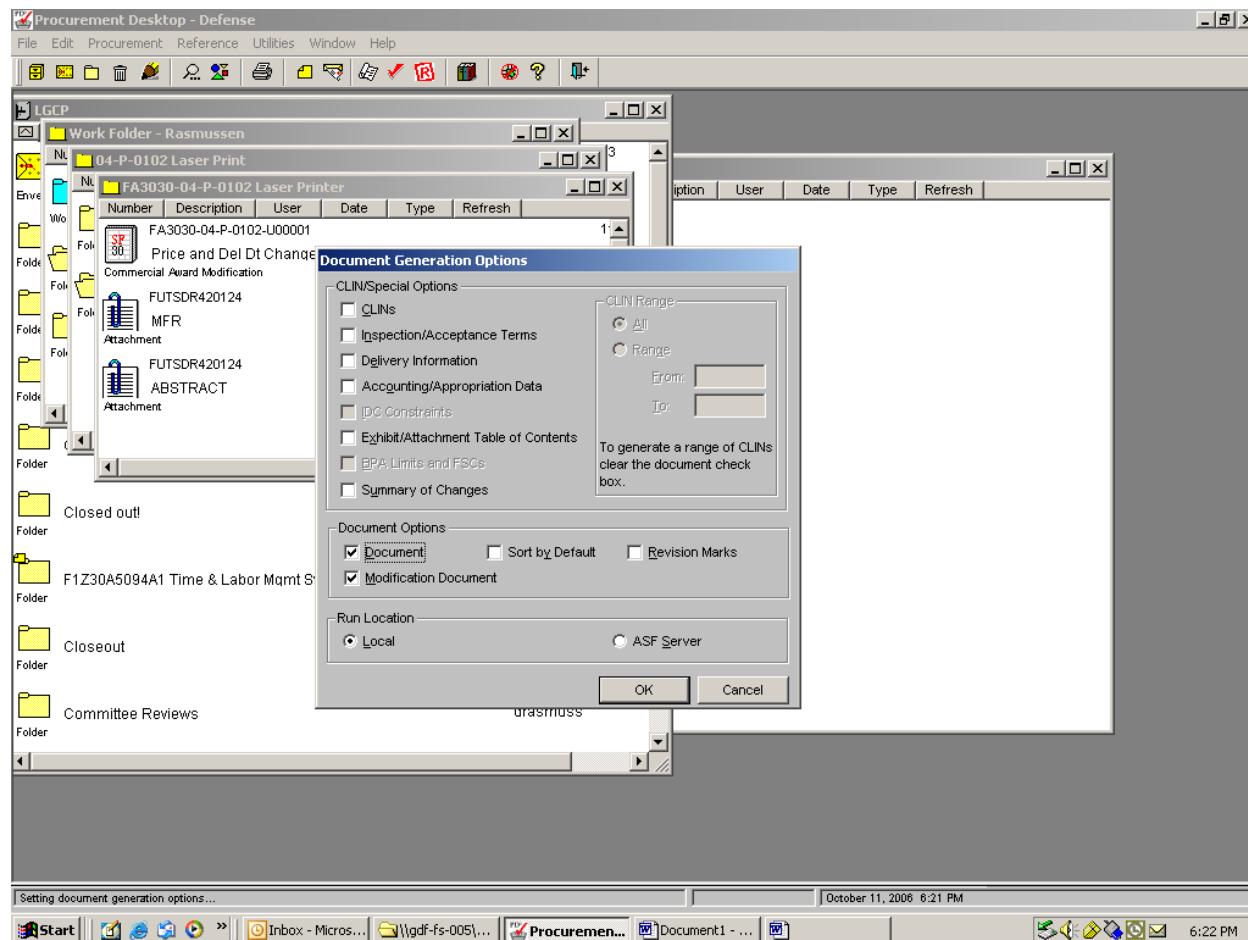


PD2 MODIFICATIONS

- 1. UNCHECK
“Sort by
Default”**

- 2. Ensure
Document and
Modification
Document is
checked**

- 3. Click OK**



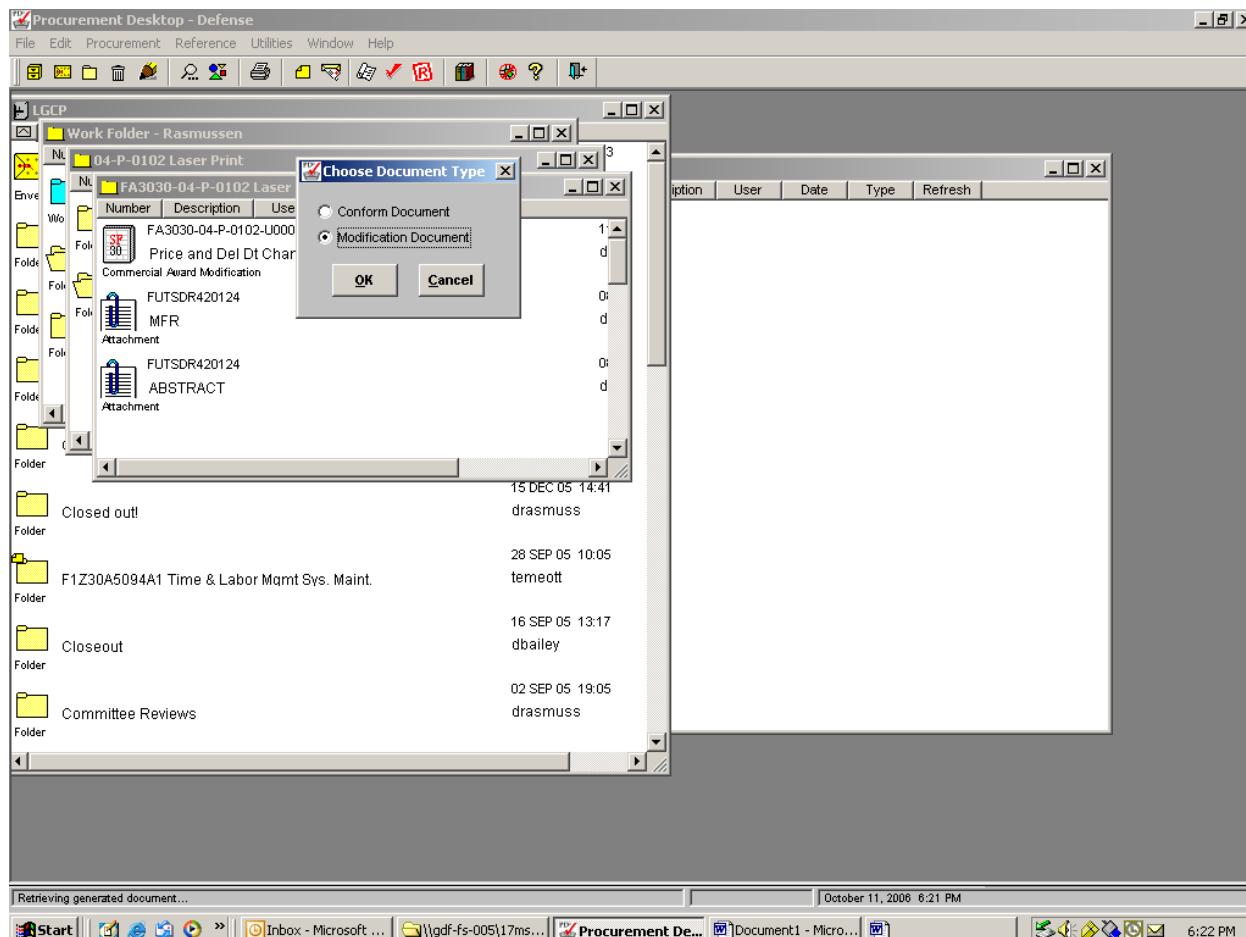


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- 1. To view your modification**
- 2. Click on your modification**
- 3. Right Click**
- 4. Print Preview**
- 5. Check Modification Document**
- 6. Click OK**





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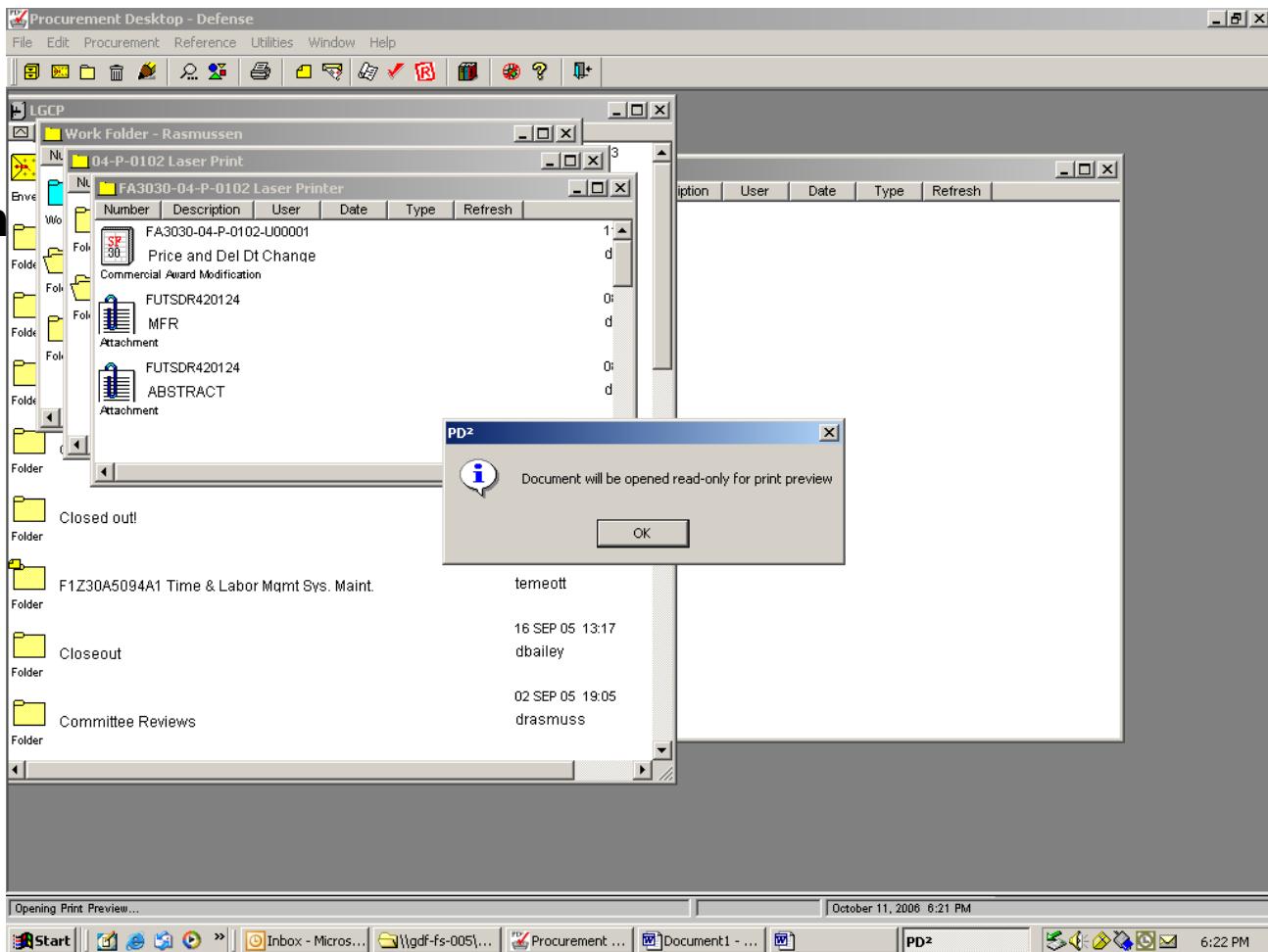
PD2 MODIFICATIONS

1. Click OK

2. If the document is in the format you like

3. Forward to your CO for signature

(If you work for Ms Rasmussen be ready to work awhile until pages look good and the clauses are not divided up.)





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PD2 MODIFICATIONS



- QUESTIONS